

# TOWN OF GILBERT CLASS SPECIFICATION

## Engineering Technician Supervisor

<u>CLASS SERIES</u>	<u>BAND/GRADE/SUBGRADE</u>	<u>FLSA STATUS</u>
Engineering	B32	Exempt

### **CLASS SUMMARY:**

This class is the third level in the Engineering series. Incumbents perform supervisory activities in support of technical Engineering operations. Responsibilities include: supervising technical staff; researching and resolving complex problems; providing customer service; gathering, compiling and/or analyzing data for engineering studies, projects and initiatives; reviewing engineering drawings and plans; maintaining databases; performing complex field inspections; and overseeing the maintenance and care of testing equipment.

### **ESSENTIAL DUTIES:**

*This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.*

### **PERCENT OF TIME**

Actively participates and accomplishes organizational, departmental and workgroup goals and objectives.

Daily  
100%

Exhibits a service orientation toward internal and external customers and maintains productive working relationships.

Daily  
100%

Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.

Daily  
15%

Maintains the traffic signal computer system. Develops, analyzes, implements and evaluates the traffic monitoring and communication systems and the traffic signal timing plans. Oversees traffic signal system's communication infrastructure and recommends and implements system improvements or repairs.

Daily  
20%

Oversees technical traffic engineering projects. Coordinates and provides project management of traffic signal installation and maintenance activities including design coordination, review, and construction. Reviews plans and reviews or creates traffic signal specifications, troubleshoots malfunctions, and makes recommendations.

Daily  
20%

Oversees and coordinates traffic engineering studies and evaluates traffic control devices. Assists in preparing and coordinating signal timing at new and existing locations. Maintains traffic study results in database and utilizes data for trend analysis and reporting.

Weekly  
10%

# **TOWN OF GILBERT CLASS SPECIFICATION**

## **Engineering Technician Supervisor**

Ensures compliance with applicable codes, regulations and standards related to traffic signals, communications, signing/striping, and traffic control devices. Takes action to initiate corrections where needed.	Weekly 10%
Provides customer service related to inquiries and traffic issues regarding traffic signal timing and construction. Tracks complaints in database and initiates traffic studies in response to complaints and to provide problem resolution. Provides technical advice to engineering staff.	Weekly 10%
Performs other duties of a similar nature and level as assigned.	As Required

### **TRAINING AND EXPERIENCE:**

Associate's Degree and three years of related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Prior experience in a lead or supervisory capacity preferred.

### **LICENSING/CERTIFICATIONS:**

- Valid Arizona Driver's License.

### **KNOWLEDGE OF:**

- Supervisory principles, practices and techniques;
- Traffic signal communication and monitoring systems;
- Technical traffic and civil engineering principles;
- Applicable Federal, state and local laws, codes, regulations and/or standards;
- Database management systems;
- Mathematical concepts;
- Modern office equipment.

## TOWN OF GILBERT CLASS SPECIFICATION

### Engineering Technician Supervisor

#### **SKILL IN:**

- Supervising, monitoring and evaluating staff;
- Utilizing a computer and relevant software applications;
- Applying advanced technical engineering principles and practices;
- Reading, interpreting and applying applicable laws, codes, regulations and/or standards;
- Providing leadership;
- Managing time;
- Performing mathematical calculations;
- Reading and comprehending construction documents;
- Providing customer service;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

#### **ADA AND OTHER REQUIREMENTS:**

Positions in this class typically require: climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents may be subjected to operating a motor vehicle, moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises and travel.

#### **WORKING TITLES WITHIN CLASS SPECIFICATION:**

Traffic Operations Supervisor – B32

#### **NOTE:**

*The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.*

**TOWN OF GILBERT  
CLASS SPECIFICATION  
Engineering Technician Supervisor**

**CLASS HISTORY INFORMATION:**

*Draft prepared by Fox Lawson & Associates LLC (BS)*

*Date: (10/12)*

*Draft finalized by Gilbert Human Resources (TT)*

*Date: (05/13)*